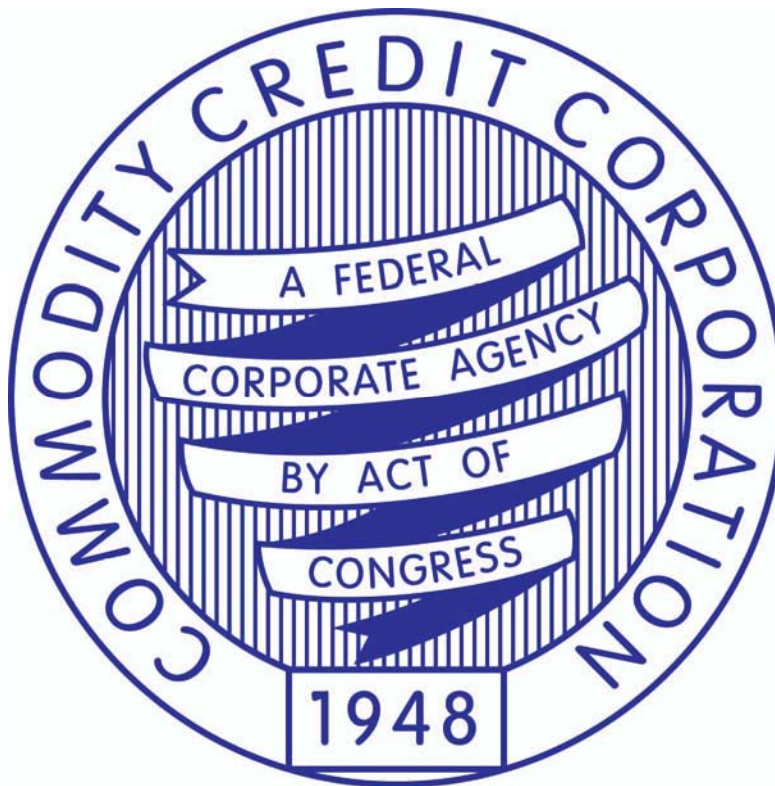# United States Department of Agriculture
Farm Service Agency
Commodity Credit Corporation

Tobacco Transition Assessment
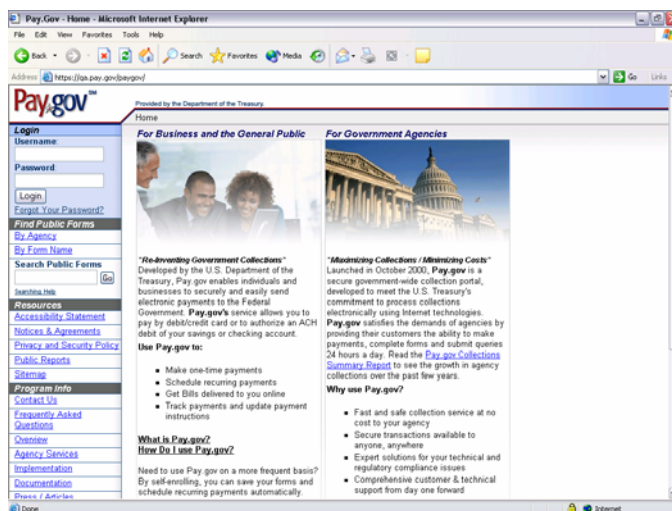## Payment Process Using PAY.GOV
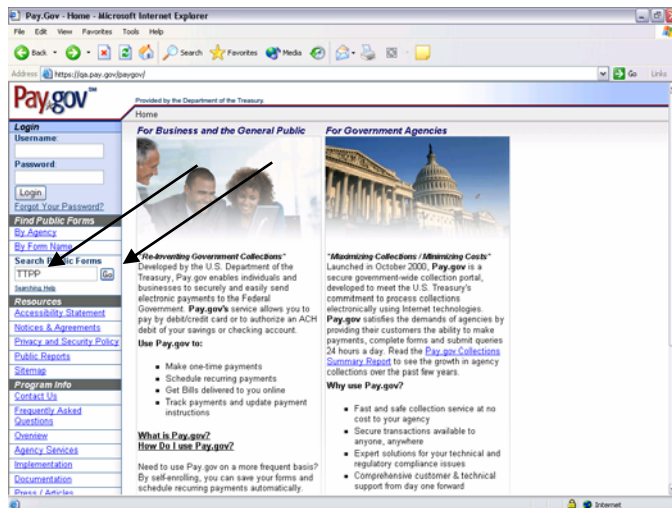

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Payment Process Using PAY.GOV

A. **PAY.GOV Web Address:**
       The web address for paying the Tobacco Assessment online is: **https://www.pay.gov**
       This is a secure web site.

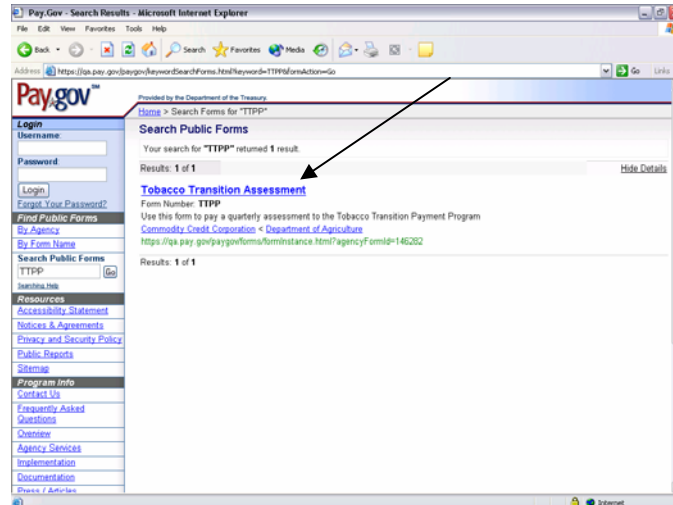**B.** **Locating the Form:**
       To locate the Tobacco Transition Assessment Form type "**TTPP**" (without the quotes) in the
       "Search Public Forms" box under the "Find Public Forms" section on the left panel.
       Then click on the "Go" button.

Payment Process Using PAY.GOV (continued)

C.   **Access to Tobacco Transition Assessment Form:**
        Click the "Tobacco Transition Assessment" link to get to the form.

D.   **The Tobacco Transition Assessment Form:**
        This will bring up the Tobacco Transition Payment Program Assessment Form.

Payment Process Using PAY.GOV (continued)

E.   Required Fields:

All Fields are required with the exception of the following:

- The second address line in the Business Address area
- The extension field in the Point of Contact area

The following area is optional:

- Person Authorizing Payment

After all the required fields have been entered on the form, click on the "Submit" button:

Payment Process Using PAY.GOV (continued)

F.   **Financial Entry Information ACH Debits:**
The following screen will appear asking for financial information. ACH Debits information is on the top of the screen and scroll down for Plastic Card information.
Assessments $10,000 and over, will automatically be an ACH Debit.
Note: ACH Debits are limited to $100 million and multiple ACH Debits are acceptable.
Enter all required fields, then click on the "Continue with ACH Payment" button to complete the transaction.

Entries for ACH Debits (Top of Screen)

Payment Process Using PAY.GOV (continued)

G.   **Financial Entry Information Plastic Card:**
          For assessments between $1.00 and $9,999.99 ACH Debit or Plastic Card maybe used to pay the
          Tobacco Assessment. Scroll up for ACH Debit entries.
          Note: Plastic Card transactions are limited to $9,999.99.
          Enter all required fields, then click on the "Continue with Plastic Card Payment" button to
          complete the transaction.

Entries for Plastic Cards (Bottom of Screen)